

# Commercial Activities Studies Overview

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# Overview Objective

- Understand the Commercial Activities Study Process
  - Major phases
  - Required Documents
- Understand Roles and Responsibilities of Steering Committee

# The Cost Competition Process

- Starting the Process & Study Planning
- Determining the Requirements
- Preparing & Issuing the Solicitation
- Developing Government's Offer

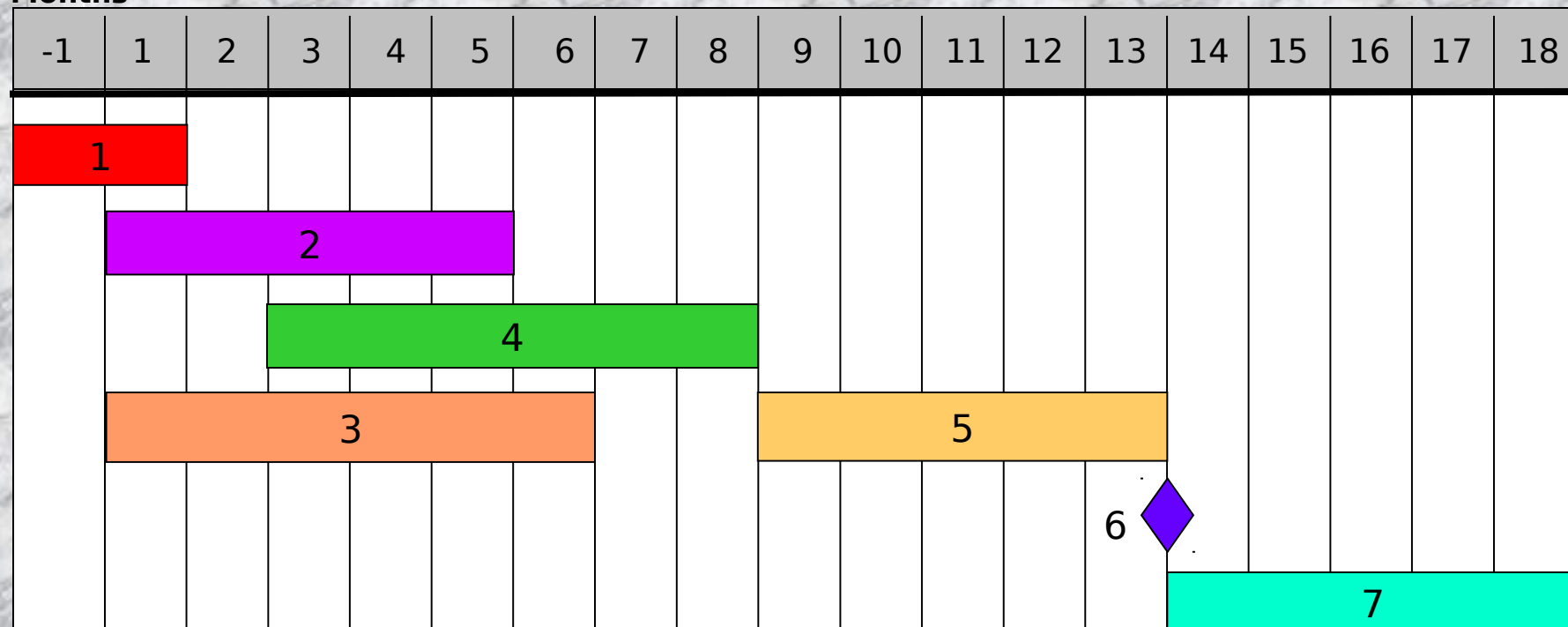


# The Cost Competition Process, continued

- Evaluating & Comparing Proposals
- Announcing the Decision
- Transitioning

# The Cost Competition Process

Months



## Steps Typically Include:

### 1 -- Plan for CA Study

### 2 -- Develop PWS & QASP

- Identify Work Requirements
- Review/Revise
- Obtain Higher-level Approval

### 3 -- Conduct Solicitation Actions

- Market Review; Sources Sought
- Prepare & issue Solicitation

### 4 -- Conduct the Management Study

- Identify Most Efficient Organization (MEO)
- Calculate In-House Cost Estimate

### 4 -- Conduct the Management Study, continued

- Prepare Technical Performance Plan
- Prepare Transition Plan
- Conduct Independent Review

### 5 -- Conduct Source Selection Actions

- Receive Responses to Solicitation
- Evaluate Proposals
- Select Private Industry Offeror
- Compare Government & Private Industry Offers

### 6 -- Announce Initial Decision

### 7 -- Transition to MEO or Contractor Operations

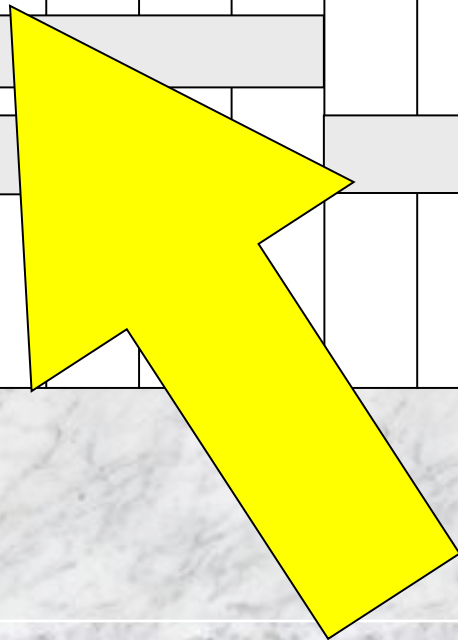
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# Study Planning

- Form CA Study Team
- Communicate with the Workforce
- Develop Action Plan
- Validate CA Inventory



## Months





# Determining the Requirements

- Develop Performance Work Statement (PWS)
  - Research historic performance
  - Project future requirements
- Prepare Quality Assurance Surveillance Plan (QASP)
  - Determine performance metrics

# Determining the Requirements

Performance Work Statement

■ Describes the Requirements for Services or Materials

- What
- Where
- How Often or how much
- To what standard

# Determining the Requirements

Performance Work Statement  
■ Describes All . . .

- Tasks
- Responsibilities
- Frequency of performance of repetitive functions
- If workload is variable, provides historical & best estimate of future needs



# Determining the Requirements

Performance Work Statement

Developed to Identify  
Requirements to Support the  
Mission

*Both Contractor & Government  
Will Bid Only on those  
Requirements*





# Developing / Issuing the Solicitation

## Preparing the Solicitation

- Tasking Performed by Contracting Officer, Includes . . .
  - Determining contract type
  - Certifying PWS as “contractible”
  - Developing evaluation criteria
  - Releasing the solicitation



# Develop the Government's Offer

## The Management Study

- Government's Technical & Cost Proposal
- Must Reflect the Scope of Work Defined in the PWS
- Consists Of . . .
  - Most Efficient Organization (MEO)
  - In-House Cost Estimate
  - Technical Performance Plan (TPP), if required
  - Transition Plan (TP)



# Develop the Government's Offer Most Efficient Organization (MEO)

- Best Possible Organization to Perform Work Contained Within PWS
- Documents . . .
  - “As Is” organization
  - Analyzes current operations
  - Recommends process improvements
  - Proposes “To Be” organization





# Transitioning

- One of Two Scenarios
  - To Most Efficient Organization
    - Transition Plan implemented
    - Post-MEO Performance Review
  - To Contractor Operations
    - Transition Plan implemented
    - Transition Period



# Steering Committee

## Roles/ Responsibilities

- Identify functions to be included/excluded
- Review documents requirements/  
workload/metrics
- Approve major changes to existing  
processes
- Coordinate actions
- Implement personnel actions
- Review for legal sufficiency

# Steering Committee

## Roles/ Responsibilities

### ■ PWS PHASE

- Approve scope of study
  - What's in or out
- Approve requirements
  - Existing Workload and Future
  - Performance Metrics / Response times

# Steering Committee

## Roles/ Responsibilities

- Management Study Phase
  - Approve major changes to existing processes
  - Coordinate potential customer impacts
  - Recommend/Implement personnel actions
    - VSIP Offering?
    - Hiring Freeze
    - Term/Temp usage
  - Certify Management Study



# Steering Committee

## Roles/ Responsibilities

### ■ Solicitation Phase

- Approve major changes to timeline
- Coordinate with source selection authority



# Steering Committee

## Roles/ Responsibilities

### ■ Transition Phase

- track transition to MEO or Contract
  - Ensure compliance with Management Study
- Implement personnel actions